



## Hot Topic for November: How to prepare for the Court's ECF Enhancements

**Relax.** The enhancements have been developed to ease the complexity of placing items on the Court's docket and to decrease the amount of time spent filing documents.

**Read.** Familiarize yourself with the "Version 2 Highlights" that can be found on our home page.

**Call.** Keep in mind that the Clerk's Help Desk is just a phone call away to assist you with anything you may need.

**Remember.** Filing guides and instructions are available on the Clerk's web site. Also, site visits to your office are available upon request.



We want to stay in touch with you. Please let us know if your e-mail address changes. Contact us at: [feedback@wiwb.uscourts.gov](mailto:feedback@wiwb.uscourts.gov)

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### QUICK REMINDER

Remember all ECF documents need to either be scanned with the original signature, or have an "/s/ Jane Doe" in place of the original signature. Only upon request do the original documents need to be provided to the Court or other parties for review.



### CREDIT CARD CHANGES

After successful completion of the Court's upgrade to version 2, the Internet credit card will be available to use for ECF Filers. This process should take approximately 10 business days.

### HELP DESK

Our ECF Technical Help Desk is available during regular office hours 8:00-4:30 M-F.

We can be reached at:  
(800) 373-8708  
(608) 264-5630 in Madison  
(715) 839-2993 in Eau Claire  
[helpdesk@wiwb.uscourts.gov](mailto:helpdesk@wiwb.uscourts.gov)